




EMPLOYEES MUST NOT RETURN TO WORK WITHOUT HUMAN RESOURCES APPROVAL!

No Restrictions – Full Duty Return	Restrictions – Accommodations Needed
<p>1 Intent to Return</p> <ul style="list-style-type: none"> You will receive notice from your employee that they plan to return to work. Verify that your employee has received approval from HR Shared Services to return. <p>2 Return Scheduling</p> <ul style="list-style-type: none"> Upon verification, schedule the employee and communicate a return to work date. Send notification of the employee's return to work date to Zachary.Hucko@uchospitals.edu and UCMCIquiries@sedgwick.com. <p>3 Confirmation</p> <ul style="list-style-type: none"> Confirm that the employee returned to work when prompted by HR or Sedgwick. 	<p>1 Intent to Return</p> <ul style="list-style-type: none"> You will receive notice that your employee wants to return to work with restrictions. Consider your department's ability to accommodate the employee according to organizational policy. You MUST consider the specific restrictions and functions of their position prior to making a determination. Denials are subject to review by Human Resources. <div data-bbox="834 1094 1572 1289" style="background-color: yellow; border: 1px solid red; padding: 5px;"> <p> You must reply to the accommodations request within FIVE days. No response is considered acceptance of the employee's requested accommodations.</p> </div> <p>2 Return Scheduling</p> <ul style="list-style-type: none"> Accommodated employees receive final clearance from Occupational Medicine. Upon clearance, add them back to the schedule and set a return to work date. Send notification of the employee's return to work date to Zachary.Hucko@uchospitals.edu and UCMCIquiries@sedgwick.com. <p>3 Confirmation</p> <ul style="list-style-type: none"> Confirm that the employee returned to work when prompted by HR or Sedgwick.
<p>Return from Leave Unrelated to Own Condition</p> <p>1 An anticipated return to work date will be agreed upon prior to the employee going out on leave.</p> <p>2 Maintain contact with the employee to confirm return to work date and send notification to Zachary.Hucko@uchospitals.edu and UCMCIquiries@sedgwick.com</p> <p>3 Confirm that the employee returned to work when prompted by HR or Sedgwick.</p>	

Visit the Interactive Guide at <https://ingalls-laama.com> for additional information. Contact HRServices@ingalls.org with any questions about the Return to Work Process.